

**Holy Spirit Church Pastoral Council**  
**April 4, 2023**

1. Opening Prayer (Angelus)
2. The meeting was called to order at 7:00 pm. Minutes of the January 24, 2023 meeting were approved. (MMS Mary Marcellus, Cynthia Eugene)
3. Attendance: Father Ken Sales, Holly Marsh, Cynthia Eugene, Catherine Weeks, Allan Visitacion, Lissa Pastor, Vinitha Sequeira, Dan Custodio, Mary Marcellus & Chris Carvalho

**I. DISCUSSION**

Report from the Pastor-Father Ken

- The Lenten Parish and School Retreat was Monday and Tuesday, March 27 & 28, with sessions at 9:00 am, following mass, and repeated at 6:30 pm. Franciscan friars, facilitating the retreat, preached at all weekend masses on March 25 & 26.  
School staff had a session on Monday from 1:30 to 3:00 pm, following 11:00 am Adoration of the Blessed Sacrament. School children had a session on Tuesday from 10:45 to 11:45 am.
- A Reconciliation Service was held for school and parish at 6:00 pm on March 23. Twelve priests were available to hear confessions.
- Chrism Mass was held on Tuesday, April 4 at 11:00 am. There was no staff meeting on this day as staff were encouraged to attend Chrism Mass.
- Holy Week Mass Program –Revisions made upon Fr. Ken's return from the Holy Land.
- Divine Mercy Feast celebrations include Adoration after 12:30 pm Mass on April 16. Youth to host XLT during that time. Confessions will be heard during Adoration. School children will lead the Divine Mercy Chaplet at 2:30 pm. Mass begins at 3:00 pm.
- Holy Spirit Parish Feast fun fare & festivities will be celebrated on June 4. The Coronation Mass and Feast of Pentecost will be observed on May 28.
- The extended hours for the Adoration Chapel, 6:00 am to 6:00 pm, will continue until further notice.

Report from the Parish Business Manager –Jeff Van der Sluis (submitted via email)

Collection Month & YTD through February 2023

	ACTUAL	BUDGET		ACTUAL	BUDGET
MTD: Plate	\$138k	\$120k	YTD:	\$297k	\$ 255k
MTD: Expenses	\$264k	\$230k	YTD	\$508k	\$474k
MTD: Net Ordinary Income	\$-106k	\$-70k	YTD	\$-117k	\$-109k*

\*Including Depreciation of \$79k Y-T-D

**Summary:** Below are the financials for the month of February 2023. February income was greater than budgeted, but expenses were also over budget. We remain in good financial health.

- **Top Line YTD**
  1. YTD income is \$390k; 107% of budget (of which \$27k is donations/gifts).
  2. YTD Expense is \$508k; 107% of budget.
  3. Cash balance is approximately \$1.851M. (January \$1.924M)

- **Income for February**

1. Total Income for February was \$159k; 99% of budget. (January was \$231k ; 113% of budget).
2. Plate collection for February (key indicator) was \$159K; 99% of budget. (January was \$231k; 113% of budget.) We are off to a great start.
3. Included in February income is new donations of \$5.3k.
4. Facilities Use (rentals) for February was \$9.4k

- **Expenses for February**

1. Expenses were \$264k; 115% of budget. (January was \$243k; 100% of budget).
2. Monthly property depreciation of \$38.4k, is included in expense but does not use cash.

- **Other Income and Expenses**

1. Revenue in total came in at just under \$11 and expenses totaled just under \$12k.

### **Buildings and Grounds:**

- Campus Master Planning Committee (CMPC) - We met with the architects to discuss revising the plan without building a new school. Revision should be complete this week.
- Front Entrance Project – The design has been changed based on the City's input. The permit set is being revised. This should be completed this week.
- We are accepting bids to repair, seal coat, and stripe the parking areas. This will be scheduled during Easter break.
- A more secure access control (mainly school at present) is in the works as well as replacing some CyberLocks.
- Sound mixing system in the Church is being updated, and the piano and organ will be tuned before Easter.

### **Report from the School Principal – Holly Marsh**

- Registration for 2023-2024 is underway. Projected enrollment 270-275 students, with the capacity for 306. A few families are moving away and will not be returning.
- Teacher contracts are due back April 3. Anticipating all teachers returning.
- Spring Break is April 7-14; classes resume April 17.
- The school will join Divine Mercy Chaplet on Fridays.

### **UPDATES**

- Liturgy Committee – Justin Ma (submitted via email)
  - We hope you were able to join in the many Liturgical Events in the parish over Holy Week: Stations of the Cross, Morning Prayer, Daily Mass, Holy Thursday, Good Friday Services, Easter Vigil, and Easter Sunday.
  - EM and Lector Ministry training/retraining sessions are upcoming. Every minister is expected to attend either Tuesday, April 25 at 7:00 pm or Saturday, April 29 at 9:00 am to receive procedures/updates for these ministries.

- St. Vincent de Paul- Cynthia Eugene
  - Ministry members volunteered for a total of 563 hours.
  - Target and Walmart gift cards were provided to Abode Ministries to situate families in permanent housing.
  - At Easter - 44 families received groceries; 260 \$20 grocery cards were provided.
  - From 1/15/23-4/1/23, family assistance was provided as follows:
    - Food - 176
    - Clothes - 72
    - Gas Cards - 70
    - Bus Tickets - 53
    - Rent – 2
    - Storage – 1
    - Auto parts – 3
    - Vehicle Registration – 2
    - Furniture – 1
    - Other - 25 (Household, hygiene, baby items)
    - Spiritual Aid – 28 Rosaries, 52 Sacred Heart cards, Risen Lord stickers for children.
  
- The Stephen Ministry—Catherine Weeks
  - Report for January to March 2023
    - 1 minister at prep only masses = 1 minister
    - 1 minister at 10 masses = 10 ministers
    - 2 ministers at 11 masses = 22 ministers
    - 3 ministers at 2 masses = 6 ministers
  - =====
  - TOTAL 39 ministers at 2.5 hours = 97.5 volunteer hours
  - 23 Masses: 22 funerals/memorials; 1 Mass prep only
  
  - Additional funerals, not requesting Stephen Ministry, may have been celebrated. The report from Ricardo is still pending.
  - Funerals remain small, 20 people or so, even with the relaxation of COVID restrictions.
  
- CYO-Allan Visitacion

Parish Center Update

- HY Flooring provided quote for gym floor maintenance in the amount of \$5900, no increase from the 2021 price. The cost will be shared by parish, CYO, and school.
- Water filter in hydration station needs replacement.
- Due to recent rain, a leak near the glass window in the north corner has appeared.
- Future upgrades and maintenance pending: installation of 4 new hoops on East/West ends of gym to double practice capacity; floor cover rack needs new casters; bleacher maintenance.

### Sports Update

- Boys Basketball
  - Season is complete. 11 of 12 parish teams qualified for post-season playoffs. Team 7 National (League) placed 2<sup>nd</sup> in the Tournament of Champions, playing a ringer American League team from St. Leander.
- Girls Volleyball
  - Season is complete. 2 of 5 parish teams qualified for post-season playoffs. 8<sup>th</sup> Grade Team placed 1<sup>st</sup> in Diocesan Championship Tournament.
- Cheerleading
  - Team placed 3<sup>rd</sup> at St. Bede Cheer Competition, held 2/4.
- Track & Field
  - 74 Athletes this season, currently in process. Upcoming meets: 4/23; 4/30; 5/7; and Diocesan Meet 5/12-5/13.
- Girls Basketball
  - Season is in progress through 5/21. Holy Spirit has 4 teams this season. Games scheduled to be held at Holy Spirit are Friday evenings (7:00 and 8:15) and Sundays (12:00-5:00 pm).

### Service Update

- CYO teams coordinating with Table of Plenty to assist this ministry on Saturdays.
- For Festival (6/4) CYO will sponsor a free-throw and 3-point shooting competition.
  - Open to children and adults.
  - \$10 per entry, multiple entries allowed.
  - Rules and prizes TBD.
  - Parish Center court, upon approval.
  - Will be advertised in advance to target audience youth and young adults.
- Filipino Society – Lissa Pastor
  - Selection process begins for our Annual Scholarship to Holy Spirit School students bound for Catholic High Schools. The Committee chair, Joanne Espinosa, heads this process. Recipient(s) will be awarded \$1000 (or portion) scholarship, presented during 8<sup>th</sup> grade graduation.
  - A new Scholarship chair has been appointed. The annual recipient is a Holy Spirit School graduate that is high school bound to a Catholic or private school and is awarded \$1000.
  - A second scholarship of \$1000 will be awarded to a child of a Filipino Society member toward tuition for Catholic High School.
  - The parish has received a donation of Hinged Duo Colored Hoagie Container from Gladway Company (about 6000-7000 pieces), in return for a receipt of donation for tax purposes. They will be used for festival food purchases and regular food sale to-go boxes.
  - Through inquiry at the rectory, 3 families recently joining the parish have also become members of the HSFC.
  - The 45<sup>th</sup> Anniversary of the HSFC will be celebrated locally with a dinner dance. The originally planned cruise was determined to be too difficult to schedule around family summer activities.

- The casino trips, halted because of the pandemic, are back. The first took place on March 25.
- Indian Society-Vinitha Sequeira
  - Indian Food Sales have been suspended until October due to low participation.
  - Society members met on 2/23. Discussions of upcoming events: future food sales, Parish Festival (6/4) food sale, Table of Plenty, summer picnic, family rosary. A proposal was made for a change in leadership.
  - 150 meals served at Table of Plenty on 2/18. Next ToP meals on 4/15.
  - 120 meals served to seniors following the Anointing Mass on 4/1.
- Faith Formation-Chris Carvalho
  - FF Department is praying fervently for the appointment of the new DRE.
  - Classes resume on April 17, following Easter break, for the final two weeks of the school year. First Communicants will continue practicing through May 6 for their opportunities to proclaim the Word and read the Prayers of the Faithful for First Holy Communion on May 7 at both 9:00 and 10:45 masses.
    - This year closes with satisfaction and joy. Last Spring, Father Ken requested a Faith Formation offering to educate the children about the Mass, thereby creating opportunity for full and active participation of the children and their families. I am so pleased to have facilitated this class. I look forward to continuing to encourage FF families to expect and desire ongoing formation, throughout life.
    - FF sponsorship of 1<sup>st</sup> Sunday of the month 10:45 mass will continue through the summer. The response of children eager to serve necessitates year-round access to opportunities to be lectors, acolytes, ushers, and greeters.
    - FF continues to sponsor the 1<sup>st</sup> Sunday 10:45 Mass each month. We provide Lectors, Acolytes, Greeters, and Ushers. The children are excited to participate. I am hopeful that these ministries will continue year around. Parents of First Communicants have already requested information about Acolyte training following the children's receipt of the Sacrament.
    - Request for upcoming school year: Allow for children to visit the church with clergy and regular attendance to the Adoration Chapel with clergy.
  - Members of the Young Adult ministry attended the Bay Wide Young Adult Mass with Bishop Barber on Saturday, 3/11.
  - Our Year 1 Confirmation cohort participated in an on-site retreat on the weekend of 3/17 -3/19. Following the Saturday evening Adoration, every student eagerly received the Sacrament of Reconciliation.
  - Please join us Sunday, 4/16 at 2:00 pm for the Divine Mercy XLT Adoration Service, followed by Mass at 3:00 pm.
- Table of Plenty – Mary Marcellus
  - Report for January to March 2023  
Hot meals served – 1696  
Pantry guests – 967  
Homeless Outreach bags prepared – 58

- Table of Plenty has partnerships with the following businesses to receive donations of food which would otherwise be discarded if not distributed to a non-profit organization:
  - Panera – longstanding partner, provides bread
  - Second Harvest Milpitas– 6 months, 2 times per month
  - Trader Joe’s – 4 months, 4<sup>th</sup> Saturdays. Several hundred pounds, throw aways with damaged packaging, foods nearing expiration
  - McDonald’s – 3 months, 2 locations provide frozen foods cooked but unsold in the 15-minute time limit designated by corporate. (60 pounds in one week.)
  - Whole Foods – new partner, weekly
- School aged volunteers, along with parents, have been participating in Table of Plenty and St. Vincent DePaul ministries since September 2022.

## **II. ACTION ITEMS**

- An Amendment to the Bylaws of Holy Spirit Parish was presented was brought forward by the President, Dan Custodio. The substance of the Amendment was to reflect more accurately the present composition and practice of the Pastoral Council, amending Articles III, IV, and V as attached. The amendment as presented will be altered to include the appointment/replacement of the Secretary. A motion was made and seconded to accept the Amendment into the Bylaws. All present voted in favor. Motion is carried.
- Holy Spirit is welcoming Seminarian, Ronald Edma to Holy Spirit Parish this Holy Week. His assignment for this Field Education Placement will assist him in discerning his choice of ministries. He will be present on Saturdays and Sundays for one year.
- The Oakland Diocese is discerning an option for bankruptcy proceedings as we face more than 300 claims of sexual abuse by clergy. Bishop Barber has suggested that we unite via the Rosary, Priestly Fraternity, and the Eucharist to face this crisis.

## **III. CONCLUDING PRAYER**

- The meeting concluded with the Parish Prayer at 7:52 PM.

The next Parish Council meeting is scheduled for Tuesday, May23, 2023, 7PM. We expect this meeting to be in person, at the Fireside Lounge.